

## Special Milk Program (SMP) Daily Milk Count Form

Complete the yellow boxes. All other boxes will calculate automatically. For more information, review the Connecticut State Department of Education's (CSDE) resource, [Instructions for the SMP Daily Milk Count Form](#).

Name of town or school: Anytown School Agreement number: 123456  
 Month and year: January 2021 Beginning inventory: 25

Number of half pints (8 fluid ounces) of milk served to children							
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
Date	Free	Paid	Total milk served (column 2 plus column 3)	Total milk served to adults	Total daily milk served (column 4 plus column 5)	Total daily milk delivery	Milk leftover at end of day
1	0	0	0	0	0	0	25
2	0	0	0	0	0	0	25
3	0	0	0	0	0	0	25
4	25	40	65	0	65	150	110
5	10	40	50	5	55	0	55
6	15	40	55	0	55	0	0
7	22	38	60	0	60	100	40
8	25	40	65	0	65	75	50
9	0	0	0	0	0	0	50
10	0	0	0	0	0	0	50
11	20	45	65	5	70	225	205
12	25	50	75	0	75	0	130
13	25	50	75	0	75	0	55
14	25	50	75	15	90	125	90
15	15	35	50	0	50	0	40
16	0	0	0	0	0	0	40
17	0	0	0	0	0	0	40
18	0	0	0	0	0	0	40
19	20	40	60	0	60	200	180
20	20	45	65	0	65	0	115
21	25	50	75	0	75	0	40
22	25	50	75	10	85	125	80
23	0	0	0	0	0	0	80
24	0	0	0	0	0	0	80
25	20	40	60	5	65	200	215
26	25	50	75	5	80	0	135
27	25	50	75	20	95	0	40
28	25	40	65	0	65	150	125
29	25	50	75	5	80	0	45
30	0	0	0	0	0	0	45
31	0	0	0	0	0	0	45
<b>Totals</b>	<b>417</b>	<b>843</b>	<b>1260</b>	<b>70</b>	<b>1330</b>	<b>1350</b>	

*On the Online Claim Form, record the column 2 total in M5a and the column 3 total in M5b.*

### Total Monthly Milk Served

A Beginning inventory	25	Number entered at top of form
B Milk purchases	1350	Column 7 Total
C Total milk available	1375	Add Beginning Inventory (A) and Column 7 Total (B)
D Ending milk balance	45	Number from Column 8 on <b>LAST DAY</b> of the month (NOT Column 8 Total)
E Total milk served	1330	Subtract Ending Milk Balance (D) from Total Milk Available (C)

*This number must equal the total in Column 6.*

## Connecticut State Department of Education

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of age, ancestry, color, criminal record (in state employment and licensing), gender identity or expression, genetic information, intellectual disability, learning disability, marital status, mental disability (past or present), national origin, physical disability (including blindness), race, religious creed, retaliation for previously opposed discrimination or coercion, sex (pregnancy or sexual harassment), sexual orientation, veteran status or workplace hazards to reproductive systems, unless there is a bona fide occupational qualification excluding persons in any of the aforementioned protected classes.

Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/Americans with Disabilities Coordinator (ADA), Connecticut State Department of Education, 450 Columbus Boulevard, Suite 607, Hartford, CT 06103, 860-807-2071, [levy.gillespie@ct.gov](mailto:levy.gillespie@ct.gov).

This form is available at [https://portal.ct.gov/-/media/SDE/Nutrition/SMP/Daily\\_Milk\\_Count\\_Form\\_SMP.xlsx](https://portal.ct.gov/-/media/SDE/Nutrition/SMP/Daily_Milk_Count_Form_SMP.xlsx). For guidance on the SMP, visit the CSDE's [Special Milk Programs](#) webpage.

